

SMALL QUANTITY MATERIAL ACCEPTANCE

In certain situations, material may be designated as a small quantity. Use the following steps to properly zero the requirements and document how the material was accepted. (See section 3.1.1 of MT 601 in the Materials Manual for more information on when “Small Quantity” is appropriate.)

1. Navigate to Contract Progress > Contract Materials and Acceptance Actions > **Acceptance Actions Tab**
2. Locate the correct row for the material set and material and expand the >

posts-tubular steel-sq-perf Advanced Showing 17 of 17 Item Source: No Filter

Project - Description	Catg	Item	Description	Line#	Material	Material Set
5838007000 - RR XING - 1ST AVE S - BILLINGS	0002	619010340	POSTS-TUBULAR STEEL-SQ-PERF	0470	551.03.02.02 - Class General Concrete	Foundation Uses Optimized
Acceptance Action						
		Record Type			Record ID	
		Concrete Properties -			551.03.02.02-Class General Concrete	
		Cylinder Testing -			551.03.02.02-Class General Concrete	

3. Click on the **Acceptance Action** link
4. Change **ONLY** the **Action Rate** to 0 (not blank)
**DO NOT change the Action Frequency
5. Enter a remark in the **Comments** field that the material is being designated as small quantity and **HOW** the material is being accepted

Contract: 06919 - RR XING - 1ST AVE S - BILLINGS Project: 5838007000 Item: 619010340 - POSTS-TUBULAR STEEL-SQ-PERF Material: 551.03.02.02 - Class General Concrete

Name: Concrete Properties Description: []

Evaluation Method: Record Count Project ID: 5838007000

Contract: 06919 - RR XING - 1ST AVE S - BILLINGS Project Item Line Number: 0470

Item: 619010340 - POSTS-TUBULAR STEEL-SQ-PERF

New 0 added | 0 marked for deletion | 1 changes

Option Name: Concrete Properties Option Description: Concrete Properties - AASHTO T 152, T 119, T 309, T 121

Sample Record: Concrete Properties - AASHTO T 152, T 119, T 309, T 121

Action Type: TEST - Physical Testing Action Relationship Description: Concrete Properties - AASHTO T 152, T 119, T 309, T 121

Action Documentation Type: Sample Record Effective Date: 01/01/2019

Expiration Date: [] Action Frequency: 24,000

Action Rate: 0 Minimum Quantity Required: []

Frequency Type: Quantity Comments: Class General Concrete was designated as a small quantity and accepted on Class General results from same source for other bid items on this project. (Up to 4000 characters)



MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



Examples of acceptable comments:

- *'Class General Concrete was designated as a small quantity and accepted on Class General results from same source for other bid items on this project.'*
- *'Small quantity accepted by EPM. Acceptance based on single sample for Proctor and gradation, no QA needed due to small quantity.'*
- *'Material designated as a small quantity, see memo for basis of acceptance.'*

Unacceptable comments:

- *'Small quantity'*
- *'Accepted on small quantity.'*
- *'No sample taken due to small quantity.'*
- *'Not tested due to small quantity.'*
- *'Accepted per EPM.'*